SC WORKS MIDLANDS

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Free Workshop Calendar—March 2017
www.midlandsworks.org—Click on Workshops

Monday	Tuesday	Wednesday	Thursday	Friday
		1 **Basic Computer Skills** Lexington 10a-11a **Security Measures for Computer Users** Columbia 2p-4p	**2** **Resume Workshop** Winnsboro 10a-11a **Using Word for Effective Resume Writing** Columbia 10a-12p	**3** **Resume Writing 101** Columbia 11a-12:30p
6 **Interviewing Skills** Lexington 10a-11a **Careers in Welding** Columbia 10a-11a **Basic Computer Skills** Columbia 3p-4p	**7** **Career Portfolio/Interview Tips** Columbia 10a-11a **Computer Skills in the Workplace** Lexington 10a-12p	**8** **Basic Computer Skills** Lexington 10a-11a **Understanding Excel: Digital Spreadsheets** Columbia 10a-12p	**9** **Creating an Excel Workbook** Lexington 10a-12p	**10** **Resume Writing 101** Columbia 11a-12:30p **Interviewing Skills** Columbia 3p-4p
13 **Resume Writing** Lexington 10a-11a **Careers in Welding** Lexington 10a-11a **Basic Computer Skills** Columbia 3p-4p	**14** **Career Portfolio/Interview Tips** Columbia 10a-11a **How to Become a Welder** Columbia 11a-12p	**15** **Basic Computer Skills** Lexington 10a-11a **Interviewing Skills** Columbia 3p-4p	**16** **Resume & Interviewing Skills-BCBSSC** Columbia 9a-12p **Expungement Workshop** Columbia 10a-12p **Effective Time Management** Lexington 10a-12p	**17** **Resume Writing 101** Columbia 11a-12:30p
20 **Interviewing Skills** Lexington 10a-11a **Using Excel to Budget Your Expense** Columbia 10a-12p **Basic Computer Skills** Columbia 3p-4p	**21** **Career Portfolio/Interview Tips** Columbia 10a-11a **Careers in Manufacturing** Columbia 10a-12p **VET CAREER SUCCESS: Career Transition** Columbia 10a-12p	**22** **Basic Computer Skills** Lexington 10a-11a **Interviewing Skills/Job Application** Winnsboro 10a-12p **Exploring Careers in IT** Columbia 10a-12p	**23** **Finding a Job Using SCWorks.org** Columbia 3p-4p	**24** **Careers in Manufacturing** Lexington 10a-12p **Resume Writing 101** Columbia 11a-12:30p
27 **Resume Writing** Lexington 10a-11a **Basic Computer Skills** Columbia 3p-4p	**28** **Career Portfolio/Interview Tips** Columbia 10a-11a **Today's Digital Job Search** Columbia 10a-12p **How to Become a Welder** Lexington 11a-12p	**29** **Basic Computer Skills** Lexington 10a-11a **Re-Thinking Your Career Goals** Columbia 10a-11a	**30** **Finding a Job Using SCWorks.org** Columbia 3p-4p	**31** **Resume Writing 101** Columbia 11a-12:30p